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18 March 1969

MEMORANDUM FOR: Information Processing Coordinators

SUBJECT : Approval of Category A Computer Processing Requests

REFERENCE : OCS Operations Division Procedural Notice, No. 2-68, dtd 22 January 1968

1. Referenced notice established a system for scheduling OCS computer processing based on five categories of processing requirements. Under the system, computer processing requests must state one of five categories that best represents the requirement. Category A is defined as "An urgent processing request which must be accomplished by a specific date and time during prime shift, regardless of run characteristics."

2. In order to ensure proper use of this definition on a continuing basis, effective 1 April 1969 any Computer Processing Request, Form 2737, with requirement Category A, must be approved (initialed) by a senior official in the customer component--i.e., Office Director or Clandestine Services Division Chief, or their deputies, or the appropriate Directorate-level Information Processing Coordinator. Because of the dynamic nature of the Computer Center loading situation, blanket or long-term approval or further delegation of authority cannot be granted or recognized. However, individual requests may be called directly to the Chief, Operations Division, OCS [] when time or circumstances do not permit following the normal procedure.

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CHARLES A. BRIGGS

Director of Computer Services

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